

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs, and supervises the operations of the fire department in the capacity as chief and commanding officer and related work as required. Work of this class involves a higher degree of ability in the administrative field and is primarily administrative in nature. Work involves only limited exposure to the normal hazards of fire fighting. The chief is subject to call at all times and receives general supervision from the city administrator.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans and directs the general function of the entire department.

Exercises direct supervision over the Deputy Fire Chief and indirectly supervises all department employees.

Responds to all fire alarms and assumes command of operations.

Recommends action for the purchase of equipment and supplies, and appears before the city governing body relative to this and other matters.

Supervises the preparation and maintenance of department records and reports.

Provides for the efficient operation of a fire prevention bureau, a practical employee training program, and informs the public by various means of the work of the fire department.

Supervises the preparation of an annual department operating budget.

Promotes peace and harmony and maintains discipline and good working conditions in the department. Issues oral or written reprimands when necessary and works closely with local civil service board on grievances.

Supervises the general care, maintenance and use of departmental alarm and signaling systems, firefighting apparatus and equipment, motor driven vehicles and stations and grounds.

Investigates the causes, origins, and circumstances of all fires

occurring within the city and reports all fires to the state fire marshal as provided by law.

Personally inspects, along with the public safety marshall, all buildings to determine the existence of potential fire hazards. Enforces the city fire prevention code.

Keeps informed on modern methods of fire department work and any local conditions which the department may be called upon to combat.

Provides for personnel recruitment and selection programs.

Informs the public of the necessity and method of civilian cooperation in fire prevention work.

Supervises the volunteer fire department.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration,

or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must also have at least nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

DR	01-11-78
Rev	12-13-78
	05-09-79
	09-10-80
	08-12-87
	03-09-88
	10-13-93
	08-11-99
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	03-10-04
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	11-15-16